Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6

25X1A

DDS AREA - TOTAL RECORDS HOLDINGS 30 June 1960 - 31,427 Cu. Ft. [redacted]

25X1A9a

	OPERATING OFFICE	RECORDS OFFICER	GRADE	ESTIMATE % OF TOTAL TIME SPENT ON R. M.	TOTAL RECORDS HOLDINGS	% OF TOTAL DDS RECORDS
1.	Security	No Position	--	--	7834	25
2.	Training	[redacted]	12	85	7001	22
3.	Logistics		11	100	4942	16
4.	Comptroller		12	100	4118	13
5.	Communications		11	40	3303	11
6.	Personnel		11	100	2748	9
7.	General Counsel		--	5	676	1.5
8.	Medical		--	15	548	1.1
9.	Management		--	--	208	.7
10.	Audit		--	1	50	.1

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6

Persons Designated to be Responsible for Records Management Functions in DDS Area

Operating Office	Title of Position	Position Number	Grade	Career Service	Incumbent Name	Incumbent Grade	Records Holdings	% of Total Time on Records Mgmt.
Logistics	Rec. Mgmt. Officer	0945	11	SA	[redacted]	11	4,942	100
	Rec. Mgmt. Analyst	0946	9	SL		9		
Comptroller	Rec. Mgmt. Officer	0308	12	SP		12	4,118	100
Personnel	Rec. Mgmt. Officer	0252	11	SP		11	2,748	100
Security	Rec. Mgmt. Officer		12	SA		12	7,834	
Training	Area Rec. Officer.	0900	11	SA		12	7,001	85
Medical	Area Rec. Officer						548	15
General Counsel	Area Rec. Officer						676	5
Audit	Area Rec. Officer						50	1
Communications	Area Rec. Officer						3,303	15
	Rec. Mgmt. Officer	2309	9	SC		8		

25X1A9a

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6

Operating Office	Title of Position	Position Number	Grade	Career Service	Incumbent Name	Incumbent Grade	Records Holdings	% of Total Time on Records Mgmt.
	Rec. Mgmt. Analyst	2204	7	SC	[redacted]			25X1A9a
Management Staff	Rec. Mgmt. Analyst		11	SA			3	1
	Area Rec. Officer							
Executive Registry							6	10

* Records Management Functions performed in addition to other basic requirements for the primary position.
** Records Management Functions performed in addition to the basic requirements of Supervising the Registry Operations.
*** This position is basically concerned with the supervision of Registry Functions.

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6

Persons Designated to be Responsible for Records Management Functions in the DDI Area*

Operating Office	Grade	Records Holdings	Percent of Total Time on Records Management
OCI	GS-11	2,281.5	20
OCR	GS-13	34,461	15
OSI	GS-12	2,772.9	65
ORR	GS-12	26,760	12
OBI		1,350.	
OO			
Contacts Div.	GS-12	3,061.4	5
FOIAb3b1 [redacted]	GS-8	1,503.	10
FOIAb3b1 [redacted]	GS-12	2,732	25
Sovmat		22.	
ONE	GS-9	314.	10
PIC	GS 13	47,334	0
	GS-10	122,592	10

* All Records Positions (Area Records Officers) In the DDI Area are on a Part-Time Basis.

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6

Persons Designated to be Responsible for Records Management Functions in the DDP Area

Operating Office	Title of Position	Position Number	Grade	Career Service	Incumbent	Grade
[redacted]	Records Mgmt. Officer	0026	11	D	[redacted]	9
	Records Mgmt. Officer	0007	11	D		11
	Records Mgmt. Officer	0330	12	D		13
	Records Mgmt. Analyst	1654	9	D		11
	Records Mgmt. Officer	1611	11	D		11
	Records Mgmt. Officer	2461	11	D		11
	Records Mgmt. Officer	3361	9	D		9
	Records Mgmt. Officer	3353	9	D		9
	Records Mgmt. Officer		7	D		7
	Records Mgmt. Assistant	3609	9	D		11
	Records Mgmt. Officer	0135	11	SA		12

25X1A6a

25X1A9a

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6

Operating Office	Title of Position	Position Number	Grade	Career Service	Incumbent	Grade
25X1A6a [redacted]	Records Mgmt. Officer	1245	11		Vacancy	
	No Position Established				[redacted]	12
	Records Mgmt. Officer	0612	11	D		11 13
	Records Mgmt. Officer	0510	9	D		8
	Records Mgmt. Officer	06510	9	D		9
	Records Mgmt. Officer			D		6
	Area Records Officer	0300	9	D		8
	Area Records Officer	0447	9	D		11
	Records Mgmt. Analyst	0552	7/9	D		9 15
	No Position Established					
	Records Mgmt. Officer	0392	11	D		7

25X1A9a

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6

Operating Office	Title of Position	Position Number	Grade	Career Service	Incumbent	Grade
TSD	Records Mgmt. Officer	0548	9	SA	[redacted]	9
CCD	No Position Established					
WPS						
RI	Records Mgmt. Officer	0015	13			
	Records Mgmt. Analyst	0016	11	D		11
	Records Mgmt. Analyst		12	D		12
DPD	Records Management Analyst	0135	9	D		9
PG	No Position Established					14
PC						
OP/Serv	Records Mgmt. Officer	2349	15	D		15
	Records Mgmt. Officer	2350	13	D		13

25X1A9a

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100320010-6